

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

24 November 1964

MEMORANDUM FOR: Chief, Administrative Staff, OCR

SUBJECT : Files Clean Up Campaign

REFERENCE : Memorandum to Division & Staff Chiefs  
from AD/CR dated 5 November 1964, same  
subject

1. In its initial phase of the Files Clean Up Campaign, the Document Division has accomplished the following:

- a. destroyed an estimated 45 cu. feet of records which includes 11 cubic feet of D cards destroyed after microfilming.
- b. destroyed an estimated 8 cubic feet of outdated reference materials.
- c. destroyed an estimated 2 cubic feet of company catalogues, brochures, etc.
- d. returned to the Building Supply Office an estimated 4 cubic feet of miscellaneous supplies.

2. A final report will be made on 7 December as requested.

25X1

Chief, Document Division

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